Searching for Classes

The class search is used to locate classes within a specific term.

## Navigating to the Class Search Page

1. From the Student Home Base, select the **Find Classes** button.

## Entering Class Search Criteria

The search parameters are used to narrow down your results. You must select at least 2 criteria.

1. If you are looking for a class outside of the current term, make sure the appropriate term is selected. **Note:** A term must always be selected in order to perform a search.
2. Enter your search criteria into the **Class Search** sections. When entering your search criteria, it is best to work from top to bottom.



Figure : The Search for Classes page

The Show Open Classes Only checkbox is checked by default. If you want to also display classes that are closed or have a wait list, uncheck this box.

## Entering Additional Search Criteria

The additional search criteria fields allow you to narrow down the search based on multiple variables. You can search for classes that meet specific criteria such as meeting times and days of the week, number of units (credits), classes that fulfill specific requirements (i.e., General Education, US/IL Cultures, Bachelor of Arts, etc.), and more.

1. To display additional search options, expand the additional search criteria section by selecting the **green arrow** to the left of Additional Search Criteria.
2. Once all the criteria are selected, select the **Search** button.



Figure : Additional Search Criteria

The class section(s) that match the search criteria will display. Information for each class section is displayed showing the meeting dates and times, room assignment, instructor, and section status. Each class section will display a status icon indicating the availability of the class. A status legend is displayed at the top of the search results, describing each status icon.

The select button, to the right of each class, allows you to place the class into your shopping cart if you have an open Shopping Cart (Validation) Appointment and/or Enrollment Appointment.

From the Search Results page, you can select the Modify Search button to return to your currently selected search criteria. Use the New Search button to clear your current search criteria and begin a new search.



Figure : The Search Results page with the class sections displayed

## Viewing Class Details

The Class Details page contains the meeting and enrollment information, class availability, course description, textbook information when it’s made available, and additional details.

1. Select the **Class** or **Section** link to open the Class Details page for that specific section.

The View Search Results and Select Class buttons are available at the bottom of the page. The Select Class button will allow you to add the class to your shopping cart if you have an open Shopping Cart (Validation) Appointment and/or Enrollment Appointment. Select the View Search Results button to return to the listing of classes that met your search criteria.



Figure 5: Class Detail page

To return to the listing of classes that met your search criteria, select the View Search Results button.

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